

**Town of Needham
Board of Selectmen
Minutes for September 8, 2015
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: Steve Gilman and Scott Haviland, Sante Food Truck, spoke with the Board about the location of their food truck at Needham Crossing. They asked for other possible locations at Needham Crossing and elsewhere in town where they may park, and for a partial refund of the permit fee. The Board referred the matter to the Town Manager.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing - Eversource: Ellicott Street
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install 35 feet of conduit from pole 103/10 in Ellicott Street. Ms. Carroll stated the work is necessary to provide underground electric service at 30 Ellicott Street, Needham.

Ms. Fitzpatrick confirmed all paperwork is in order.

Mr. Handel invited public comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 35 feet of conduit in Ellicott Street. This work is necessary to provide underground electric service at 30 Ellicott Street, Needham.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:01 p.m. Public Hearing- Eversource: Cedar Street
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install 39 feet of conduit from pole 117/11 in Cedar Street. Ms. Carroll stated the work is necessary to provide underground electric service at 276 Cedar Street, Needham.

Ms. Fitzpatrick confirmed all paperwork is in order.

Mr. Handel invited public comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 39 feet of conduit in Cedar Street. This

work is necessary to provide underground electric service at 276 Cedar Street, Needham.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:02 p.m. Public Hearing - Verizon New England Inc.: Webster Street
Scott Burns, Verizon, Right of Way Agent appeared before the Board requesting permission to place one, four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon Job No. 1A1K6SQ" dated 8/10/15 and attached as Exhibit "A".

Ms. Fitzpatrick confirmed all paperwork is in order.

Mr. Handel invited public comment.

Richard Chaffin, 169 Fox Hill Road said he has no objection to the project.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Verizon New England Inc. to place one four inch (4") PVC conduit approximately 70 feet in Webster Street in accordance with plan entitled "Petition Plan for Verizon Job No. 1A1K6SQ" dated 8/10/15 and attached as Exhibit "A". They are also granted permission to lay and maintain underground conduits, manholes, laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as they may desire for distributing purposes.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:04 p.m. Public Hearing: Change of Manager/Pledge of License
Christopher Allen, Proposed Manager and Andrew Upton, Attorney appeared before the Board requesting a change in manager, noting the application also includes a pledge of the liquor license to the lender for Needham Cabot Concessions, LLC d/b/a The Sheraton Needham, 100 Cabot Street. Mr. Upton commented on Mr. Allen's experience in the hotel industry and said he is a ServeSafe trainer.

Mr. Handel invited public comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign an application for a Pledge of License and a Change in Manager to Christopher Allen for The Sheraton Needham, 100 Cabot Street, Needham and to forward this application to the ABCC for approval.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:10 p.m. Joint Meeting with School Committee:

1. Appointment of School Committee Member

A joint meeting with the Needham School Committee was held. Members of the School Committee including Connie Barr, Michael Greis, Heidi Black, Susan

Neckes, Kim Marie Nicols, and Aaron Pressman appeared with the Board of Selectmen to interview and appoint one candidate.

Mr. Borrelli explained the process thus far, stating three applicants originally came forward for the position. He said the field was narrowed to two applicants, and since that time, one of the applicants withdrew due to time constraints. Mr. Borrelli introduced Andrea Longo Carter, saying Ms. Carter stood out as a strong candidate who is very active in many school efforts. Mr. Borrelli said he supports Ms. Longo Carter's appointment to the School Committee.

Ms. Barr, School Committee Chair said she is grateful for the interest of applicants and commented on the interview process.

Ms. Longo Carter thanked both Boards and said she is excited to work on the School Committee.

Motion by Ms. Cooley that the Board of Selectmen and School Committee vote to appoint Andrea Longo Carter to fill the vacancy on the Committee until the next Town Election on April 12, 2016.

Second: Mr. Borrelli. Unanimously approved 11-0.

Dr. Dan Gutekanst joined the School Committee to discuss the High School project.

2. High School Project

Mr. Handel briefly explained two construction projects including the proposed cafeteria construction and anticipated expansion at Needham High School.

Connie Barr, School Committee Chair, said little information is currently available on the anticipated expansion of the high school, noting a task force of community members is beginning work on the project. She commented on the need and request for additional space in the cafeteria, saying it has been known for some time that additional space is required. Ms. Barr said the cost estimate is higher than expected, and commented the project must be cut back. She said safety and additional space are the key issues.

Dan Gutekanst, School Superintendent, thanked the Town for its work in getting the schools ready to open on Wednesday, September 2nd, especially Chip Laffey, Public Facilities Operations Director.

Dr. Gutekanst reiterated the high school cafeteria lacks capacity for the number of students now and anticipated in the future. He said circulation is difficult for students, noting lunch period is 25 minutes but long lines lessen the time available to eat. He said it is hoped the cafeteria expansion project will mitigate the problem. Dr. Gutekanst also wondered if the Town tackles the high school expansion project, is there was a way for the project to strengthen what already exists and complement programs to meet the needs for many years. He said an expansion project will

address capacity, provide for greater circulation in the cafeteria, and add additional space in several areas. He noted the current estimate for the project is approximately \$2.6 million, noting the cost presented to Town Meeting in the spring 2015 was \$1.8 million. He said total estimated costs have not been finalized. He commented the cost escalated beyond what he senses is prudent, given that there are many other needs in Town. He said meetings with the designer are taking place to discuss various options. Dr. Gutekanst said he believes the project brought forward to the PPBC is a good project which will serve the short and long term needs of Needham High School and community. He said the next step, once final costs are known, is thoughtful discussion between now and Town Meeting about what is affordable given all of the other needs within the community.

Mr. Handel asked for Board comment.

Mr. Matthews said the Board knows capacity is needed in the cafeteria. He said any construction should last and add value, noting public construction is expensive.

Ms. Cooley said the project is currently in flux and it will be good to get a final cost estimate. She said it has been clear for some time that the high school and cafeteria need expanding.

Mr. Borrelli noted there are some options that may decrease the cost. He said he sees the value in expanding the cafeteria.

Mr. Handel said the Board of Selectmen supports what the School Committee is trying to do, but is concerned about the value. He said the Board wants to know that the value in expanding the cafeteria will help alleviate some pressure on the possible future high school expansion project.

Dr. Gutekanst cautioned supporting expansion of the cafeteria may not alleviate core classroom needs at the high school. He said flexible, thoughtful space added to the high school will provide room and resources to current and planned programs. He reiterated he does not want to leave the impression that expansion of the cafeteria will solve how or where classes are taught, as that is a separate but related issue. Mr. Handel said he did not mean to imply that it would. Dr. Gutekanst commented the Town is blessed with the space and infrastructure, and expansion of the cafeteria will help provide flexibility.

7:35 p.m.

Town Manager

Kate Fitzpatrick, Town Manager appeared before the Board with five items to discuss:

1. Street Light Configuration Proposal

Ms. Fitzpatrick told the Board the Town contracted with the BETA Group to conduct a street light inventory and to make recommendations about the number and appropriate location of street lights. She said criteria used for development of

the recommendation would require that lights remain at all intersections, significant bends, cul-de-sacs, and every 400-500 feet along roadways. Ms. Fitzpatrick noted that of the total number of street lights (2,860), 431 (15.1%) have been identified as removal candidates, and an additional 241 (8.4%) have been identified as potential removal candidates.

She said she and Rick Merson, DPW Director, wanted to discuss with the Board possible next steps in the process of implementing a street light consolidation program.

Mr. Merson explained the history and placement of street lights, and said the purpose of street lights is primarily for motorist safety. He commented that upon evaluation and applying criteria, it may be found that not as many lamps are needed as are currently in place.

Mr. Handel asked about issues in other communities that have consolidated street lights. He said it is likely some residents will be concerned about safety.

Mr. Merson said some communities have converted to LED light, and commented he is not sure of the number of communities who have approached the issue from an 'over-lamping' perspective and whether there is a more efficient way to light the community and still be safe for motorists and pedestrians.

Mr. Bulian said he understands lights are for motorists safety, and said he always felt street lights were for neighborhood safety. Mr. Bulian suggested the Town take a slow approach and initiate community discussion. Mr. Bulian said he is not sure he wants to be the leader in the effort to reduce lighting on the streets of Needham. He said he would want to know the experience of surrounding communities.

Mr. Borrelli asked about the cost to remove a light. He also asked if brighter lights could be used to make up the difference of a removed lamp. He also asked about conversion to LED lights.

Mr. Merson said there are different wattages in lights, and what is used in different areas in Town. Mr. Merson said it is worth considering LED lights.

Ms. Fitzpatrick noted the Town of Natick has almost completed changing over its lamps, and suggested people take a look to get a feel for they type of lighting.

Ms. Cooley said she is glad the Town is thinking about the issue and whether it makes sense. She noted light pollution is another factor to be considered. Ms. Cooley said the town of Wellesley is considering some of the "dark skies" issues, and that she thought there were 20 or so communities within the state in various stages of implementing this kind of program.

Mr. Handel concurred with Ms. Cooley's comment on "dark skies" as he favors less light. However, he said there is likely to be a concern by some residents about safety implications. Mr. Handel said it's important to know the experience in other communities.

Ms. Fitzpatrick said a public hearing will be scheduled for the late fall or winter.

Ms. Cooley said data about "dark skies" cities in the United States is available.

7:50 p.m. Appointments and Consent Agenda:
Motion by Mr. Borrelli that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

CONSENT AGENDA *=Backup attached

- 1. Approve request from Park and Recreation Commission to host their annual "Spooky Walk" on Saturday, October 24th, 2015 which commences on Town Common at 10:45am, with a rain date for Saturday, October 31st 2015.**
- 2.* Approve August 18, 2015 meeting minutes (open and executive session).**
- 3.* Approve Board of Selectmen Policy rescission of DPWRTS-001 Annual Commercial Haulers Snow Policy, and approve Board of Selectmen Policy style change to BOS-LIC- 005 – Policies and Regulations for Granting of Lodging Licenses in Needham, Massachusetts.**
- 4. Approve release of Executive Session minutes for the period January 2010 through March 2015 and a release of redacted material from minutes already approved for the period June 2004 through December 2009.**
- 5. Accept a \$100 donation made to the Needham Community Revitalization Trust fund from the Charles River Center.**
- 6. Accept a \$300 donation made to the Needham Park and Recreation Commission from the Norfolk Lodge. The monies will be used for Park and Recreation's scholarship program.**
- 7.* Water & Sewer Abatement Order #1203**
- 8.* Approve a request from Darren Bean, President of Warrior Thunder Foundation, to have a portion of its motorcycle ride go through Needham on Saturday, September 12, 2015 at 12:00 p.m. The route of the motorcycle ride has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.**
- 9. In accordance with Section 20 C of the Town Charter, approve the Town Manager's appointment of John J. Schlittler as Chief of Police.**
- 10. Grant Permission for the following residents to hold a block party:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify: Dawn Ellis	94 Mayflower Rd	Mayflower Rd	9/5/15	9/6/15	4:30pm-10pm
Ratify: Joshua Small	27 Richard Rd	Rockwood Lane	9/7/15	N/A	5pm-8pm

Carol Kallus	54 Fuller Brook Avenue	Howe Road	9/12/15	9/13/15	3pm-9pm
John Terry	17 Lindbergh Avenue	Lindbergh; between Tower/Paul Revere	9/12/15	N/A	4:30pm- 7:30pm
Katherine Calzada	9 Morton Street	Morton Street	9/12/15	9/13/15	1pm-4pm
Michelle Keefe	19 Gordon Road	Gordon Road	9/19/15	N/A	4pm-9pm
Erica Baitler	61 Stevens Rd	Stevens Road	9/20/15	9/29/15	4pm-6pm
Nikki Amara Myers	78 Warren Street	Warren Street	9/20/15	N/A	3:30pm- 7pm
Rhonda Silva	7 Berkshire Road	Berkshire Rd	9/20/15	N/A	3pm-5pm
Bill Gallagher	48 Hawthorn Ave	Hawthorn Ave	9/26/15	9/27/15	3pm-8pm
Julie Middleton	74 Henderson St.	Henderson St. and Miller St.	9/26/15	N/A	3pm-11pm
Kara Collin	57 Broad Meadow Road	Broad Meadow Road	9/26/15	N/A	3pm-8pm
Elizabeth Gregg	1306 Great Plain Ave	Curve Street	9/27/15	N/A	4pm-7pm
Maureen Rossi	65 Douglas Road	Douglas Road	10/3/15	10/4/15	4pm-8pm
Aaron Lewis	92 Washington Ave	Washington Ave	10/4/15	N/A	1pm-5pm
Kevin Keane	88 Lexington Ave	Burnside St. from Lexington Ave to Concord St.	10/23/15	10/24/15	7pm-11pm

Second: Ms. Cooley. Unanimously approved 5-0.

Mr. Borrelli noted John J. Schlittler will take over as Chief of Police at the end of the year.

2. Accept and Refer Zoning

Ms. Fitzpatrick told the Board that at its meeting on September 1, 2015, the Planning Board voted to place the following articles on the warrant for the November 2, 2015 Special Town Meeting: Amend Zoning By-Law - Mixed-Use Overlay District and Amend Zoning By-Law - Map Change to Mixed-Use Overlay District.

She also said that at its meeting on September 8, 2015 the Planning Board is scheduled to vote to place the following article on the warrant for the November 2,

2015 Special Town Meeting: Amend Zoning By-Law - Historic Preservation Dimensional Special Permit.

She said that under State law, the Board has 14 days to accept the proposed amendments and refer the amendments back to the Planning board for its review, hearing, and report. The Board's action in this matter is not discretionary.

Motion by Mr. Bulian that the Board vote to accept the proposed zoning amendments: Amend Zoning By-Law - Mixed-Use Overlay District, Amend Zoning By-Law - Map Change to Mixed-Use Overlay District, and Amend Zoning By-Law - Historic Preservation Dimensional Special Permit and to refer the proposed amendment to the Planning Board for review, public hearing, and report.

Second: Ms. Cooley. Unanimously approved 5-0.

3. Open Special Town Meeting Warrant

Ms. Fitzpatrick reviewed with the Board articles in the draft warrant dated September 4, 2015. She recommended that the Board open the warrant for the November 2, 2015 Special Town Meeting, noting the warrant is scheduled to be closed on September 21, 2015.

Motion by Mr. Bulian that the Board vote to open the warrant for the November 2, 2015 Special Town Meeting.

Second: Mr. Borrelli. Unanimously approved 5-0.

Ms. Fitzpatrick asked the Board to consider suggesting the possibility of a two night Special Town Meeting so that Town Meeting members can plan accordingly.

4. Budget Consultation: FY2017-2021 Pro Forma

Dave Davison, Assistant Town Manager/Finance provided the Board with an overview of the five year, pro forma budget analysis for fiscal years 2017-2021. Mr. Davison presented the Selectmen with the "Town of Needham General Fund Revenue and Expense FY2017-FY2021 Pro Forma" dated September 8, 2015. He acknowledged the basis for the calculations is the FY2016 budget, as approved at the Annual Town Meeting. He said some changes are anticipated at the end of the Special Town Meeting, which are not yet reflected in the Pro Forma. Mr. Davison reviewed Revenues and Expenses, noting a gap of just under \$2.5 million due to the inflation rate. He commented on the triggers affecting the increased gap, citing better than expected recurring revenue due to new growth at Needham Crossing and the teardown phenomenon. He commented on free cash. Mr. Davison spoke about the increase in town-wide expenses including employee benefits, retirement assessments, debt service, workers compensation, and OPEB obligations, reiterating town-wide expenses are the major driver of the growth in the gap between the revenues and expenditure forecast for FY2017 and the "out years." He commented on other expenditure factors including Cash Capital, Special Purpose Articles, Appropriations to Other Funds, and Other Amounts to be Provided. Mr. Davison

discussed the Operating Budget items including Public Safety, Education, Public Works, and Public Facilities.

The Board thanked Mr. Davison his work and presentation.

5. Town Manager Report

Ms. Fitzpatrick reported Eversource has taken down trees and will be discussing their long term vegetation management plan. She said Eversource hired VHB for a land survey of property boundaries to show their easement on Town and private property, and intend to stake out the work area. She said Eversource has sent letters to abutters. Ms. Fitzpatrick said the Town is in touch with legislators and will be working with them to hold a meeting with Eversource to discuss concerns. Mr. Handel noted the support of legislators, particularly State Representative Garlick.

Ms. Fitzpatrick reported the Department of Conservation and Recreation chose the new Needham Rail Trail to award a \$50,000 grant. She said this is exciting news, and thanked Matt Varrell, Director of Conservation for his work on the grant.

8:50 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:50 p.m. Executive Session: (Exceptions 3 & 6)

Motion by Mr. Bulian that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Handel polled the Board. Unanimously approved 5-0.

A list of all documents used at this Board of Selectmen meeting are available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

Note: The meeting adjourned at 9:15 p.m.